

MADERA COUNTY

PLAN CHECKER

DEFINITION

Under general supervision, to check building plans for compliance with building codes and ordinances; to issue, process, and approve building permits; to answer questions concerning code enforcement and structural requirements for the public, architects, and engineers; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Checks building plans for compliance with building codes and ordinances; identifies potential safety and structural failures, and alteration needs; calculates foundation, stress, square footage, and support requirements for plan checks; prepares lists of corrections for plans and specifications; explains and interprets applicable codes and ordinances for contractors and the general public; approves the issuance of building permits; may perform some field inspections to determine compliance with applicable codes and ordinances; responds to correspondence concerning building plans, specifications, and code compliance; maintains records and files; provides general information about structural and code requirements to interested individuals.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes, ordinances, and regulations related to building construction and structural requirements.

Types of building materials and variations in their quality.

Modern methods of building construction.

Building plans and specifications.

Acceptable health, safety, and fire standards in building construction.

Skill to:

Operate a motor vehicle safely.

Ability to:

Interpret, apply, and explain the policies, procedures, laws, codes, ordinances, and regulations related to building, safety, and zoning and structural requirements.
Apply technical knowledge of building trades work.
Check building plans and specifications for compliance with building codes and ordinances.
Read and interpret plans, diagrams, and specifications.
Make arithmetical calculations related to building plan checks and reviews.
Maintain accurate records.
Explain building codes, ordinances, and permit requirements to contractors, developers, and the general public.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of responsible work experience in building plan checking and building design review.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction technology or a related field.

License or Certificate:

Possession of ICBO certification is desirable.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; some exposure to outdoors and confining work space; ability to travel to different sites and locations.

Effective Date: May, 1995